

17 Nov 98
MSRR / MEL
Users Conference

MSRR BoD Update
12 Nov 98

17 Nov MSRR / MEL Users

Conference Topics

- Focus / Objectives
- Registration Information
- Hotel Arrangements
- Conference Schedule
 - Room Configurations
 - Audio Visual Support
- Registration User Survey
- Key Dates

17 Nov MSRR / MEL Users Conference Focus / Objectives

- Primary Objective: Establish dialogue between potential resource consumers, providers and the MSRR System management for understanding the need & availability of common resources
- Additional Objectives:
 - Educate users about MSRR System services
 - Gather Future User Requirements
 - Promote registry of resources in the system

17 Nov MSRR / MEL Users Conference Registration / Arrangements

- Conference Registration: 200
 - Estimated Attendance: 160 (20% no shows)

As of 6 Nov 98

17 Nov MSRR / MEL Users Conference Hotel Arrangements

- Location: Radisson Plaza Hotel, Mark Center
5000 Seminary Road
Alexandria, VA
 - Currently reserved for 16 & 17 Nov
 - 16 Nov: Set up & Check in
 - 17 Nov: Conference
 - Target Number: 160
- Conference Area:
 - Terrace Room: Capacity 375 / 5 Break-out Groups
 - Dogwood Room: Capacity 75 / 2 Break-out Groups
- Room Configuration
 - One Set Up / Not possible to reset the room

17 Nov MSRR / MEL Users Conference

Hotel Arrangements

- Catering
 - Continental Breakfast
 - Morning Coffee warm up
 - Afternoon snack
- Hotel Accommodations
 - 50 Rooms blocked at Government Rate
 - Reservation deadline: 17 Oct
 - 7 Reservations at Radisson
- Parking
 - Reduced rate: \$4 (Stamp at Conference)

17 Nov MSRR / MEL Users Conference

Overall Conference Schedule

<u>16 Nov</u>		
	1600-1800	Pre-Conference
<u>17 Nov</u>		
	0730-0830	Pre-Conference
	0830-1200	Morning Session
	1200-1330	Lunch
	1330-1700	Afternoon Session

17 Nov MSRR / MEL Users Conference Pre-Conference

<u>16 Nov</u>			
	1600-1800	Conference Check In	MS Baker
<u>17 Nov</u>			
	0730-0830	Breakfast	MS Chamberlain
	0730-0900	Conference Check In	MS Baker

17 Nov MSRR / MEL Users Conference Morning Session

0830-0845	Admin Notes	MR Misch
0845-0900	Introduction	LTC Thompson
0900-0920	Guest Speaker	COL Konwin
0920-0930	MSRR Current Status	LTC Thompson
0930-1000	Node Briefings	Node POC
1000-1015 (Approx)	Break	MS Chamberlain
1015-1130	Node Briefings	Node POC
1130-1200	MSRR Vision & FY99 Plan	LTC Thompson

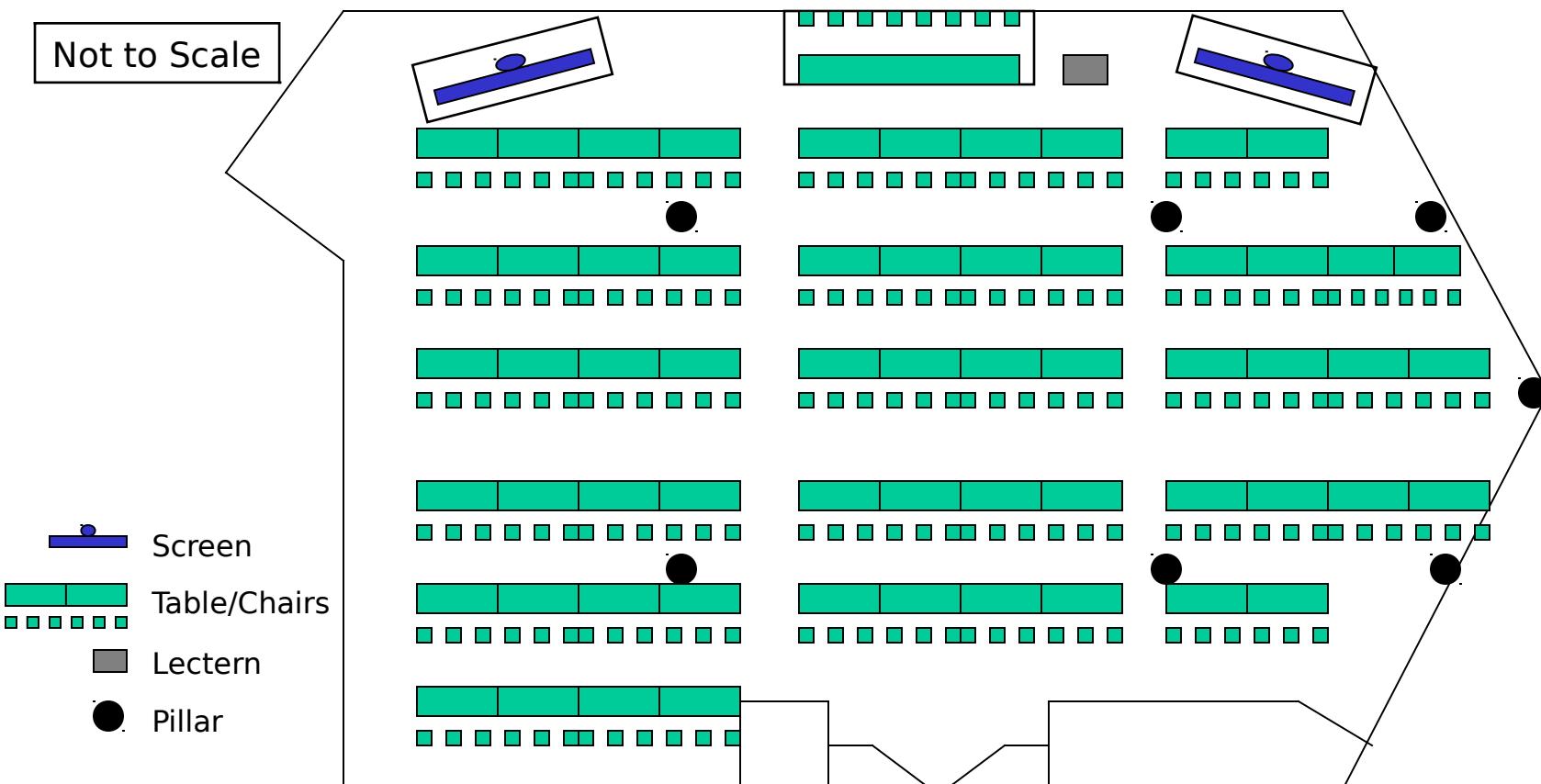
17 Nov MSRR / MEL Users Conference Node Briefings

<u>Briefing Order</u>	<u>Node</u>	<u>POC</u>
1	MEL	MR Donaldson
2	Army	TBD
3	Air Force	TBD
4	Navy	TBD
5	BMDO	TBD
6	DIA	TBD
7	C4ISR	TBD

Terrace Room Configuration

Morning / Early Afternoon Session

Seating & Tables for 170 people



17 Nov MSRR / MEL Users Conference Morning Session

- Time Limit: 15 minutes
- Audio Visual Support:
 - Laptop with Powerpoint and Browser
 - Internet connection
 - Dual LCD projectors & screens
 - Lavalier Microphone
- Focus: Update of each node's activities

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Lunch & Afternoon Sessions

1200-1330	Lunch	
1330-1350	MEL Demonstration	DR Newman
1350-1430	MSRR Panel Q&A (8)	MSRR POCs
1430-1500	Break Set-Up for Break-Out Groups	MS Chamberlain MR Powell
1500-1700	Break-out Sessions (7)	Session POCs

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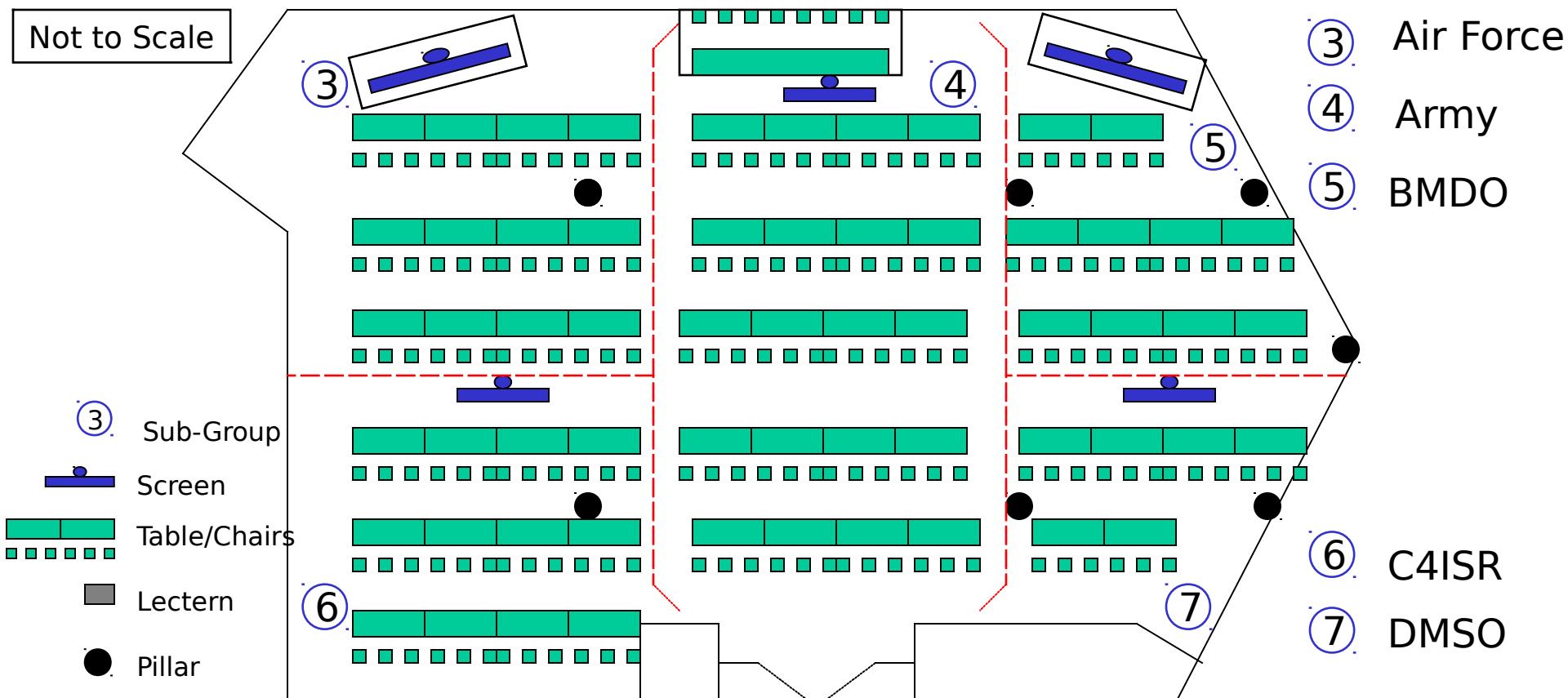
Afternoon Break-Out Groups

<u>Break-Out Group</u>	<u>Area</u>	<u>Number</u>	<u>BoD Facilitator</u>
DMSO	7	23	TBD
Army	4	42	TBD
Air Force	3	31	TBD
Navy	2	27	TBD
BMDO	5	11	TBD
C4ISR	6	34	TBD
MEL	1	21	MR Donaldson
DIA	N/A	0	

Terrace Room Configuration

Late Afternoon Session

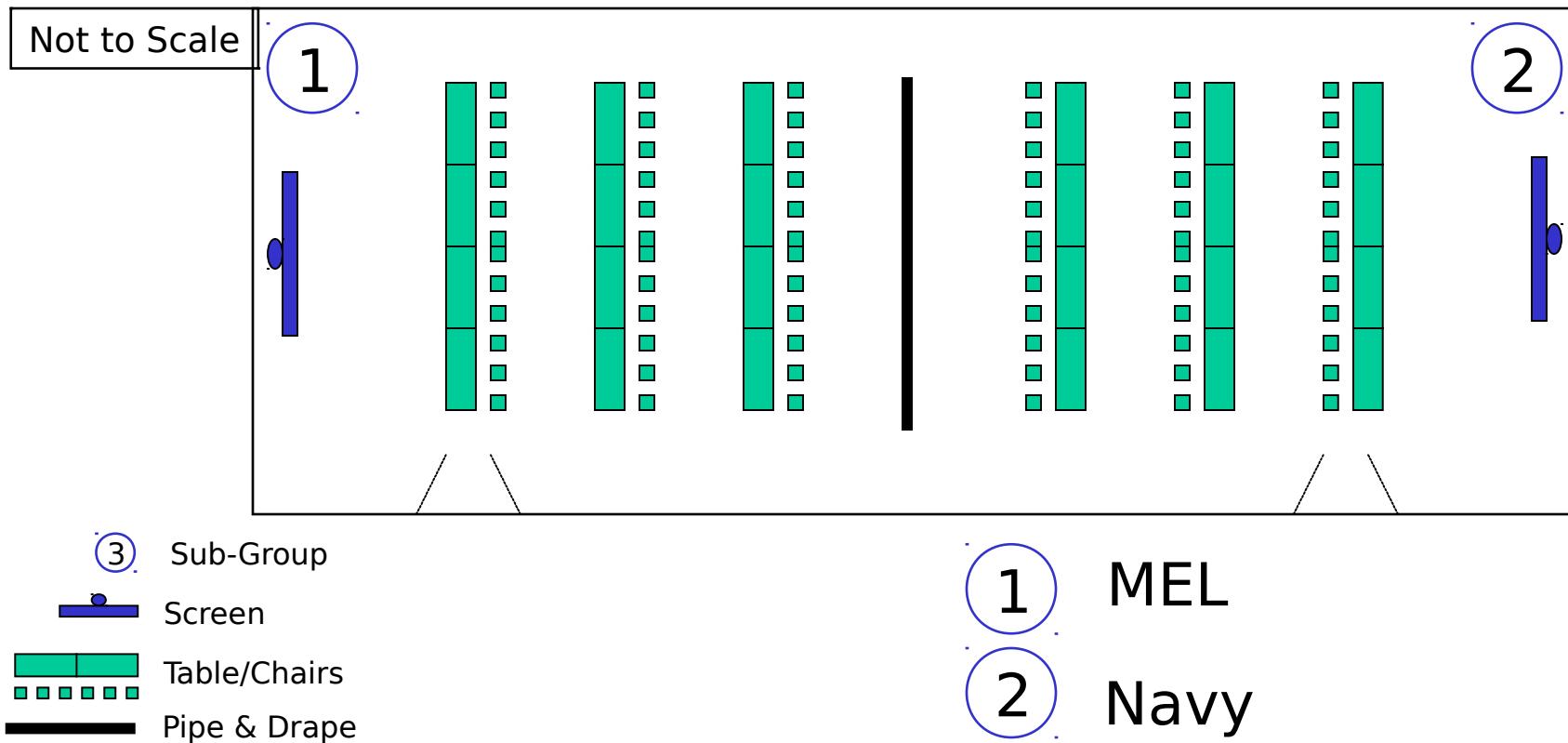
No change to seating for 170
Room dividers & screens for 5 Groups



Dogwood Room Configuration

Afternoon Session

Total seating & tables for a total of 60 people (2 groups of 30)
Pipe & Drape (17') to divide the room into 2 Groups



17 Nov MSRR / MEL Users Conference

Afternoon Session

- Each Board Member responsible for their break-out group
- Time limit: Approximately 2 hours
- Audio Visual Support:
 - Laptop with Powerpoint and Browser
 - Internet connection
 - Single LCD projector & screen
 - No microphone
- Focus:
 - Determined by break-out group POC
 - Develop user requirements
- User Requirements Survey
 - Draft distributed 9 & 10 Nov

17 Nov MSRR Users Conference Registration User Survey

- Number to complete survey: 151 (As of 5 Nov)
- Summary distributed 9 & 10 Nov
- Potential use for break-out groups

17 Nov MSRR / MEL Users Conference Key Dates

<u>Date</u>	<u>Event</u>	
17 Oct	Hotel Reservation Deadline	✓
3 Nov	Presentations due	
6 Nov	Conference Registration Deadline	✓
12 Nov	BoD	
16 Nov	Conference Check In	
17 Nov	Conference	